



STATE OF VERMONT
SERGEANT-AT-ARMS

CARD ROOM USAGE GUIDELINES

1. Card room sign-up is the first day of the Legislative Session. The Sergeant-At-Arms office will open at 8am, at which time organizations can either call or walk in and request a date on the calendar. Availability is on a first-come, first-served basis. The calendar is always booked a year in advance.
2. Due to demand, only one day per year can be reserved for each organization.
3. If an organization wishes to switch a date, that must be done directly with the other organization.
4. A waiting list will be compiled after the calendar is filled. If an organization has to cancel, the Sergeant-At-Arms will go down the list, in order, for a replacement.
5. No posters or other objects can be attached to the walls or ceiling of the Card Room.
6. All displays must be confined to the North end of the room (adjacent to the ramp), causing minimal disruption to the existing furnishings and not interfering with the free flow of pedestrian traffic in all four directions. Please note the shaded area on the map attached.
7. People "manning" organizational displays in the Card Room must not overtly solicit the attention of passers-by. They can politely invite that attention, but must refrain from stopping legislators and others who clearly have no interest and are only passing through to get someplace else.
8. No food is allowed without specific approval of the Sergeant-At-Arms.
9. No press conferences are allowed.